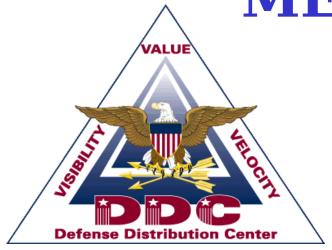


CHOOSING THE MEO TEAM



Mr. John Yost A-76 Project Office (717) 770-8206



Today's Agenda



- MEO Team Composition
- Skills
- Commitment
- Roles and Responsibilities
- Team Deliverables



MEO Team Composition



- Team Leader
- Analyst
- Subject Matter Experts
- Union Representative
- Human Resource Advisor
- Work Measurement Expert
- Consultant Support



Skills Assessment



- People Skills—ability to work as part of a team
 - Flexibility
 - Adaptability
 - Objectivity
 - Discretion
- Analytical Skills
- Communication Skills—written and oral
- Operational Knowledge



Commitment



- Full-time dedication a requirement!
 - Long hours
 - Travel
 - Training
 - Heavy workload
 - Defined timelines





- Team Leader (Requiring Activity)
 - Determines path to completion
 - Tasks others
 - Ensures timelines are met
 - Reviews documents
 - Meets/briefs management, employees and union





- Analyst (Requiring Activity)
 - Acts on behalf of Team Leader in their absence
 - Assists with data collection and analysis
 - Assists with document composition
 - Assists with document review





- Subject Matter Experts/Union Representative (Activity under Competition)
 - Assists with data collection and analysis
 - Provides insight for process improvements
 - Assists with document composition
 - Assists with document review





- Human Resource Advisor
 - Schedules time in milestones to accomplish HR actions
 - Advises on position classification restrictions
 - Classifies position descriptions
 - Performs labor market analysis
 - Assists in development of Agency Cost Estimate
 - Assists in development of timing for phase-in plan Develops employee transition plan





- Work Measurement Expert (DORRA)
 - Documents baseline operations (current staffing and organizational structure)
 - Identifies process improvements
 - Develops technical estimates for those staffing activities not covered by engineered standards
 - Utilizes Process Model to simulate operations and develop "should take" times





- Consultant Support
 - Provides training
 - Offers outside perspective
 - Assists with data collection and analysis
 - Assists in document development
 - Assists with document review



Team Deliverables



- The Agency Tender includes:
 - MEO
 - Technical Proposal
 - Oral Presentation Charts?
 - Position Descriptions
 - Phase-in Plan
 - Quality Control Plan
 - Mobilization, Sustainment, and Disaster Recovery Plan
 - Agency Cost Estimate

